

Bookstore Inventory Removal Sheet

School _____

Date _____

	Item	Qty	Cost of Item	Extended Cost	Reason for Removal
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____
				<u> </u> <u> </u>	
				Total Written Off	_____

Comments _____

Bookstore Manager _____

Administrator _____